

Meetings
File
[Signature]
17/

Items Discussed at Staff Meeting on 20 November 1959

STAT

STAT

1. Content of a Report To Be Prepared By Area Records Officers.

STAT

(See Notes Held By)

2. Social Get-Together -

STAT

a.

Not Now - Competition With Office Christmas Parties.

STAT

b.

Can get reasonable buffet at Almas Temple.

Meetings

AGENDA for Meeting Tuesday, 4 June at 0900

[Signature]
4/6/59

File

1. Annual Report ✓

2. Program for Year ✓

3. Rotation ✓

4. ARO Report

STAT

5. O&M Training - [redacted]

1/12/60 - ✓

6. Training - [redacted]

STAT

Internal - External -

7. Career Service

8. Records Center Telephone calls ✓

9. VR and RC

10. General Staff Meeting ✓

STAT

11. Report on Records Activity for [redacted]

R.M.S. By 1/12/60

12. Fitness Reports ✓

13. Lunch Periods

14. Newspapers ✓

15. ARO Meetings ✓

New Building Project

Forms Workshop

Shelf Files

Computer

16. *A.M.A. Conference on Records Mgt.*
Typing Instructions

17. Leave

a. Signing

b. Status

c. Bi-Weekly Statement ✓

18. Status of all Projects in Process ✓

19. Show Charge-Out in our files when Material(s) is/are taken; when returning, please pull charge-out card, unless material is returned to Fran. ✓

STAT

20. Contact [redacted]

Director's Office

21. *Meeting U.S.I.B. Records Officers*
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